

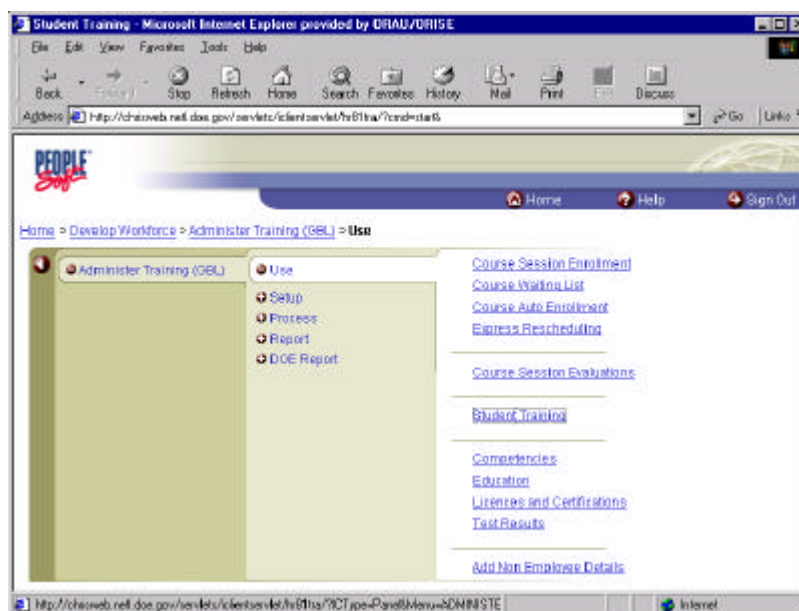
Registering a Student for External Costed Training

An individual may be registered for a specific external course session with costs.

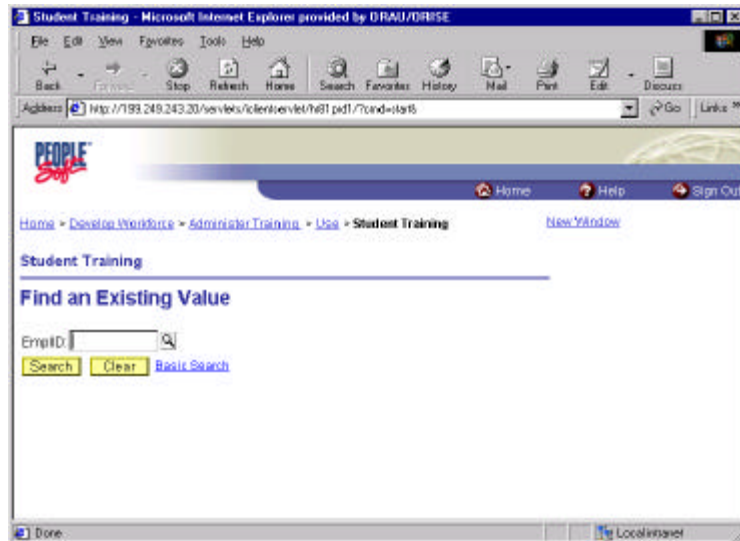
This is the only screen that can be used for registration of an external course.

To register a student for a costed external course:

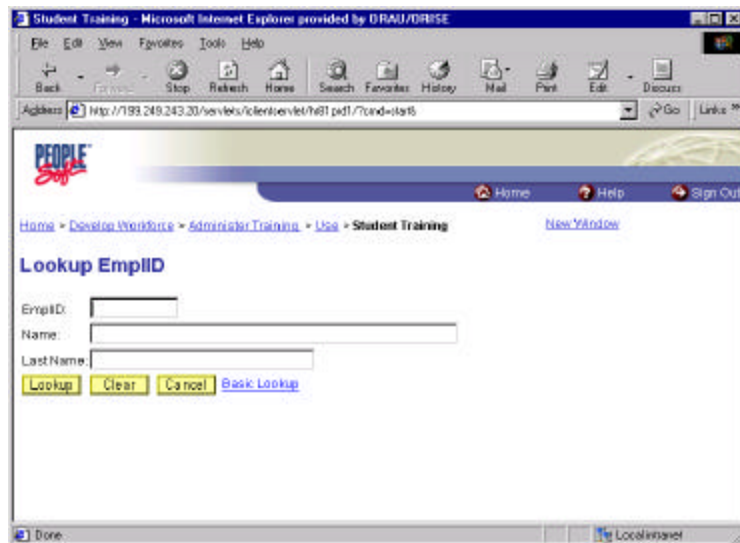
1. At the “Home” screen, click on “Develop Workforce.”
2. Click on “Administer Training (GBL).”
3. Click on “Use.”
4. Click on “Student Training.”



The “Student Training” screen is displayed.



5. Enter the employee's ID number or click on the magnifying glass.



- 6a. Enter the employee's name in the “Name” field.

Use the PeopleSoft convention: Lastname,Firstname

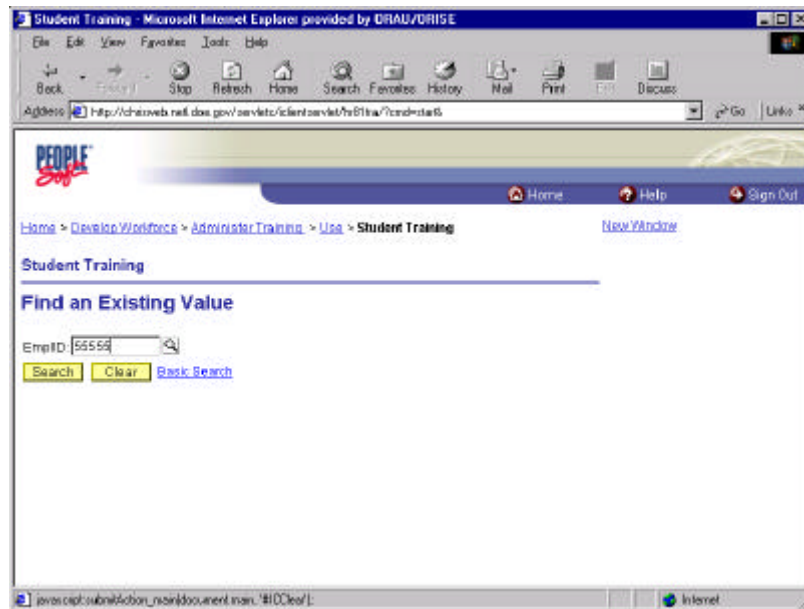
- 6b. Or, enter the last name in the “Last Name” field.

7. Click on the “Lookup” button.

CHRIS displays a list of all DOE employees with that name. However, users will be able to access only the employees associated with their organizations.

8. Click on the employee to be registered.

The employee ID number is displayed.



9. Click on “Search.”

The “Course Information” screen (the employee’s training record) is displayed.

Student Training - Microsoft Internet Explorer provided by ORAU/ORISE

Address: http://195.249.243.20/services/client/envel/h61prod/7cond-start8

Home Help Sign Out

Home > Develop/Workforce > Administer Training > Use > Student Training

Course Student Enrollment Training Request Data Payment Information Tuition Expenses Signatures and Org Address

Course Information View All First 1 of 4 Last

John Doe EmpID: 55555

Course Code: 000233 Course Title: Security Refresher Training

Internal/External: Internal Facility: Wackenhut Services, Inc.-NY Language:

Session #: 0009 Min: 1 Max: 500 # Enrolled: 210 # Waiting: 0

Start Date: 08/11/2000 Start Time: End Time:

End Date: 08/11/2000

☐ Confidential Service Agreement reqd

To register the student, INSERT A ROW, if other Course Information is already present.

10. Click on the **+** to insert a row.

A new screen is displayed requesting the course and student information.

Student Training - Microsoft Internet Explorer provided by ORAU/ORISE

Address: http://195.249.243.20/services/client/envel/h61prod/7cond-start8

Home Help Sign Out

Home > Develop/Workforce > Administer Training > Use > Student Training

Course Student Enrollment Training Request Data Payment Information Tuition Expenses Signatures and Org Address

Course Information View All First 1 of 4 Last

John Doe EmpID: 55555

Course Code: Course Title:

Internal/External: External Facility: Language:

Session #: Start Date: End Date:

Start Time: End Time:

School Name:

☐ Confidential Service Agreement reqd

When registering an employee for an **external** class, bypass the course code.

11. Enter the "Course Title" and "Start/End" dates.

The screenshot shows a web browser window titled "Student Training - Microsoft Internet Explorer provided by ORAU/ORISE". The address bar shows a URL starting with "http://193.249.243.30/". The page has a navigation bar with links like "Home", "Help", and "Sign Out". Below the navigation bar, there are tabs for "Course Student Enrollment", "Training Request Data", "Payment Information", "Tuition Expenses", and "Signatures and Org Address". The "Course Information" tab is active, showing a form for "John Doe" with "EmpID: 55555". The form includes fields for "Course Code", "Course Title" (set to "Accounting for Managers"), "Facility", "Language", "Session ID", "Start Date" (03/14/2002), "End Date" (03/14/2001), and "School Name". There is also a checkbox for "Cost Service Agreement reqd".

12. Scroll down to see the remaining portion of the screen.

The screenshot shows the same web browser window, but scrolled down to the "Student Information" section. This section includes a checkbox for "Prerequisites Met", a "Date Needed" field, a "Status Date" field (set to 11/16/2001), and a link to "Training Manual". There are also dropdown menus for "Attendance", "Training Reason", and "Course Type", and a "Grade" field. At the bottom, there are buttons for "Save" and "Return to Search", and a navigation bar with links for "Course Student Enrollment", "Training Request Data", "Payment Information", "Tuition Expenses", and "Signatures and Org Address".

13. Click on the down arrow to the right of the "Attendance" field to display a list of possible student status levels.

The screenshot shows a web browser window titled "Student Training - Microsoft Internet Explorer provided by DRAG/DRISE". The address bar shows a URL starting with "http://195.243.20...". The page has a header with the "PEOPLE" logo and navigation links: Home, Help, and Sign Out. The main form contains several fields: "Start Date" (03/14/2002), "End Date" (03/14/2001), "School Name" (text input), and a checkbox for "Conlid Service Agreement reqd". Below these is a "Student information" section with a "Prerequisites Met" checkbox. A dropdown menu for "Training Reason" is open, showing options: Course Waitlist, Denied by Manager, Denied by Training, Enrolled, Incomplete/Dropped, Incomplete/Dropped-Payment, No Show, No Show-Payment Required, Request, and Session Waitlist. Other fields include "Date Housed", "Status Date" (11/16/2001), "Letter Code", and "Letter Dt". At the bottom left are "Save" and "Return to" buttons. The status bar at the bottom indicates "Local intranet".

Attendance Levels

The attendance levels are in alphabetical order and are defined in the glossary. Each local DOE office may use its discretion at which attendance level to begin tracking training requests.

Training Reason

“Training Reason” is a required field.

14. Click on the down arrow to the right of the “Training Reason” field to select the reason.
15. Click on the down arrow to the right of the “Course Type” to select the type of course.

16. Click on the “Training Request Data” tab.

The “Training Request Data” tab is displayed.

17. Enter the “Training Objectives” if known.
18. Enter the number of hours for the class in the “Duty Hrs” field and/or “Non Duty Hrs” field.

Note: This is the only way that the hours will be placed in the student’s training record.

There are four training codes to enter.

19. Enter the code next to each field. If the code is not known, press the magnifying glass to the right of the field to display the values for that field.

All four training codes are entered.

Student Training - Microsoft Internet Explorer provided by ORAU/DIRISE

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites History Mail Print Edit Discuss

Address http://199.243.243.20/vendors/client/service/tr81prod/7cmd-start6 Go Links

PEOPLE Soft

Home Help Sign Out

Home > Develop Workforce > Administer Training > Use > Student Training New Window

Course Student Enrollment Training Request Data Payment Information Tuition Expenses Signatures and Org Address

John Doe EmpID: 55555

Training Request Data View All First Set Last

Training Request Number: NEW Training Request Date: 11/30/2001

Training Objectives: Non Out Training Days: ☐

Duty Hrs: 8 Non Duty Hrs: ☐

Training Codes

Purpose: 4 Improv Perf Type: 1 Exec & Mgt

Source: 2 Out Intgrn Special Int: 3 No SpclPgm

Name-Address of Training Vendor

VendID: Fed EIN: Name: Country: 1195

Location-Address of Training Site

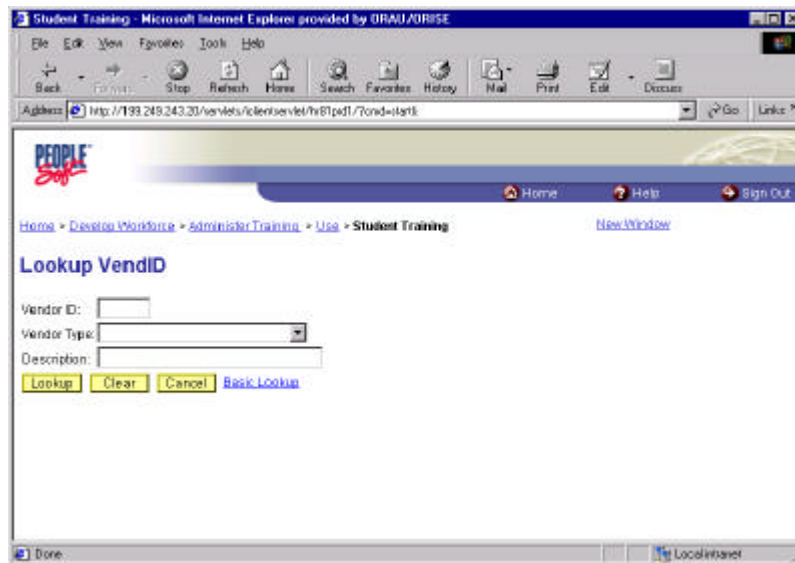
Loc: Country: City:

There are currently over 700 vendors in the system. Make sure to check for the vendor's name prior to entering it into the vendors table.

To check for a vendor:

20. Click on the magnifying glass to the right of "VendID."

The “Lookup VendID” screen is displayed.



Preferred Vendor Search Tips

The user can also narrow the search to vendors containing a certain word within the name.

To obtain a list of vendors starting with a letter, type the capital letter in the description field and click on “Search.”

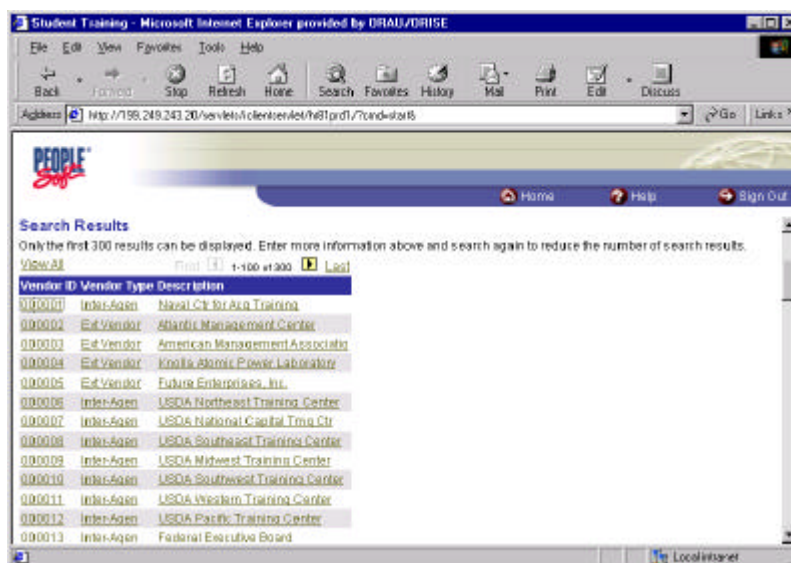
- For example, typing “M” will display all vendors beginning with “M.”
- Enter in the “Description” field a “%” sign (no quotes) and the word.
- Click on the “Search” button.
- Only vendors *containing* the word will display.
- For example, in the “Description” field, enter a % sign and the acronym USDA, e.g., %USDA.
- Click on the “Search” button.

Vendors containing the word “USDA” within the name will display.

Reminder: The system is case sensitive; the word entered will be searched for exactly as it is entered.

21. Enter the vendor's name in the description field or a word in the vendor's name with a percent sign. (e.g., %management%, %USDA%)
23. Click on the "Lookup" button.

A list of vendors is displayed.



23. Click on the vendor for the course.

The vendor ID is placed in the field, the vendor's name and address are also filled in.

The screenshot shows a web browser window titled "Student Training - Microsoft Internet Explorer provided by ORAU/ADPSE". The address bar shows "http://193.249.243.20/servelets/cleintserver/h81pd1/food-start1". The page has a "PEOPLE Soft" logo and navigation links: Home, Help, Sign Out. Below the logo are search boxes for "Source" (set to 1) and "Special Int." (set to 1), with a "Enter Drip" button. The main form is divided into two columns. The left column, "Name/Address of Training Vendor", contains fields for "VendorID" (000006), "Fed EIN" (empty), "Name" (USDA Northeast Training Center), "Country" (USA, with a dropdown for United States), "Addr1" (Graduate School, USDA), "Addr2" (150 S. Independence Mall West), "Addr3" (Suite 674), "City" (Philadelphia), "St" (PA), "Postal" (191063415), and "Phone" (empty). The right column, "Location/Address of Training Site", contains a "Loc" dropdown menu, "Country" (empty), and address fields "Addr1" through "Addr5", "City", "St", and "Postal", all of which are empty.

24. Enter the "Fed EIN" if it does not appear. This is the Taxpayer's Identification Number and may be obtained by calling the vendor.
25. Click on the down arrow to view the choices for location of training.

This screenshot is identical to the previous one, but the "Loc" dropdown menu in the "Location/Address of Training Site" section is open. The dropdown list shows four options: "Course Session Table Address", "Other Address", "Same as Training Vendor", and "Same as Training Vendor". The first option, "Course Session Table Address", is highlighted in blue.

26. Click on the appropriate choice.

If the location or address of the training is different from the vendor's address, select other address and enter the information under the "Location/Address of Training Site."

27. Click on the "Payment Information" tab.
28. The "Payment Information" screen is displayed.

Student Training - Microsoft Internet Explorer provided by ORAU/ORISE

Address: http://198.249.243.20/verdes/clebservlet/fe01pd1/7cond-sta18

Home > Developer Workforce > Administer Training > Use > Student Training

Course Student Enrollment Training Request Data **Payment Information** Tuition Expenses

John Doe EmpID: 55555

Payment Information

Course Code: Accounting for Managers External Session Title:

Status: Enrolled Start/End Date: 07/16/2001 - 07/16/2001 Grade:

Payment Information

Charge to Debit: 0167210000 Personnel & Management Analysis

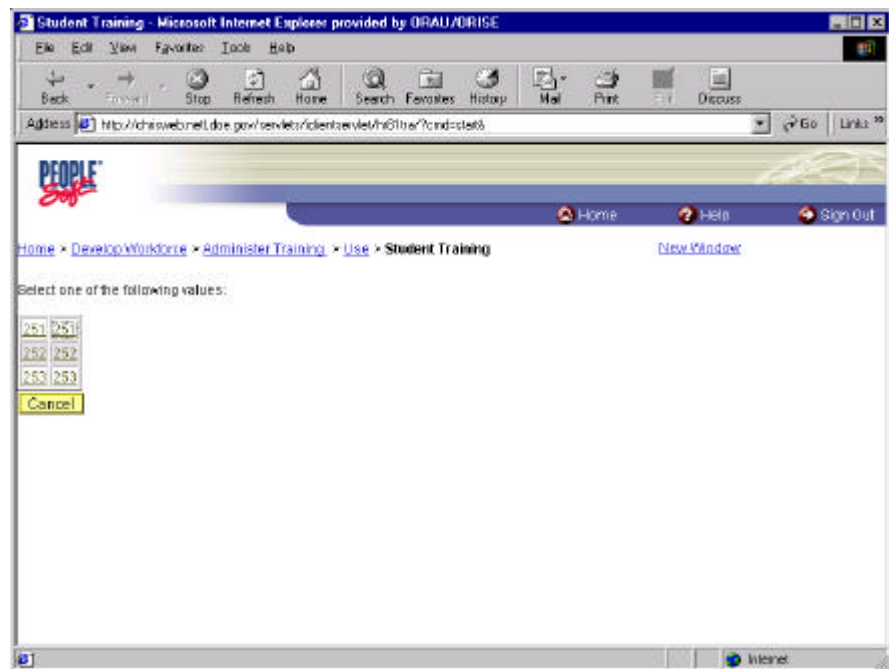
Cost Center:

Financial Plan:

Fund Type:

B & R Code:

29. Enter the "Cost Center" information.
30. Tab to the "Financial Plan" field.
31. Enter the appropriate information.
32. Tab to the "Fund Type" field.
33. Enter the requested information.
34. Tab to the "B&R Code" field.
35. Enter the B&R Code.
36. Click on the magnifying glass to the right of the "Object Class Cd" field.



A list of values is displayed.

Note: 251 is for all training expenses except tuition.
252 is for tuition.
253 do not use.

37. Select the appropriate number.

If paying by credit card, enter the credit card number. Entering this number alerts Finance that they should not pay a separate invoice for this training.

38. Click on the "Tuition Expenses" tab.

Student Training - Microsoft Internet Explorer provided by ORAU/ORISE

Address: http://199.249.243.20/verdes/c/enr/enrdet/rv81pe1/7?end=staB

Home Help Sign Out

Course Student Enrollment Training Request Data Payment Information **Tuition Expenses** Signatures and Org Address

John Doe EmpID: 55555

Training Expenses View All

Course: Accounting for Managers External Session ID:
Status: Enrolled Start/End Date: 07/16/2001 07/16/2001 Grade:
Totals

| Expense Type | Cost Type | Reimburse Date | Expense Amount | Amount Reimbursed |
|--------------|-----------|----------------|----------------|-------------------|
| 1 | | 11/29/2001 | | |

Note: You will not be able to enter an expense type unless all necessary information has been entered on the “Payment Information” tab.

39. Click on the magnifying glass to the right of “Expense Type.”

The “Lookup Expense Type” is displayed.

Student Training - Microsoft Internet Explorer provided by ORAU/ORISE

Address: http://199.249.243.20/verdes/c/enr/enrdet/rv81pe1/7?end=staB

Home Help Sign Out

Home > Develop Workforce > Administer Training > Use > Student Training New Window

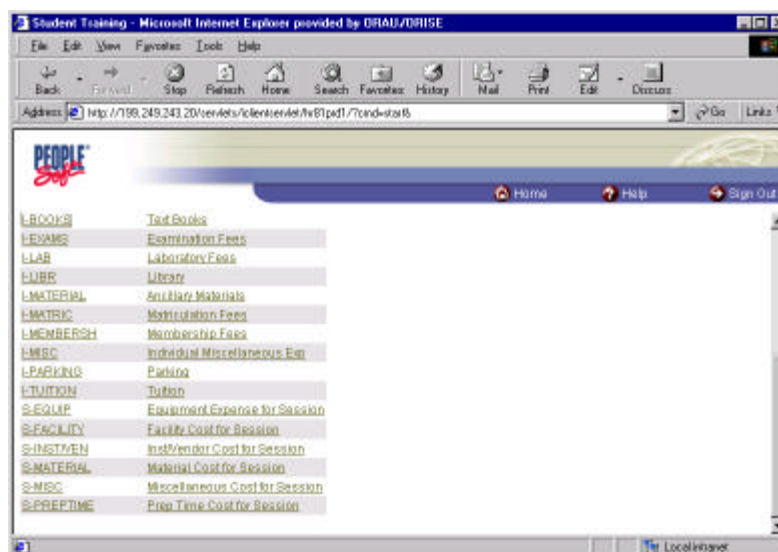
Lookup Expense Type

Tuition Expense Type:
Description:

Lookup Clear Cancel Back Lookup

40. Click on the “Lookup” button.


A list of expense types is displayed.



41. Click on the appropriate type.

Note: The individual expense categories begin with an "I." Only expense categories displayed with an "I" should be chosen from this list. "S" denotes course session expenses and should NOT be associated with an individual.

42. Enter the amount in the "Expense Amount" field.

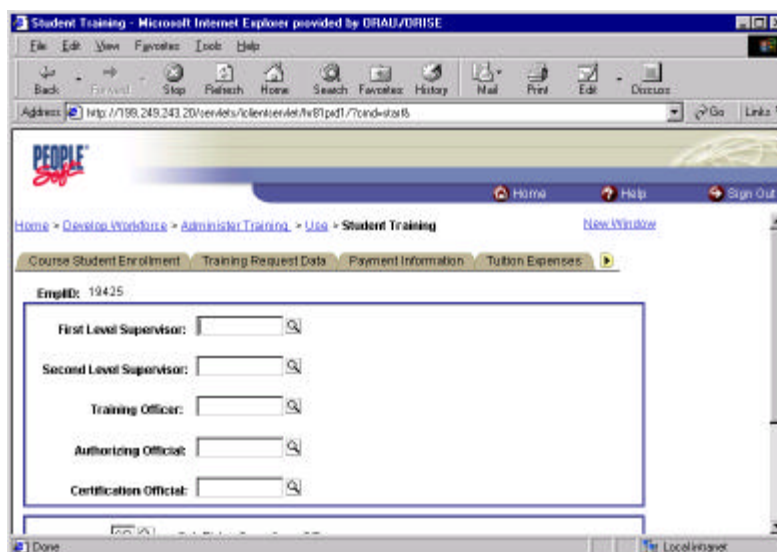
Note: If there are additional expenses, click on the  to insert a row and repeat steps 39 - 42.

If signatures will not be changed saving is the last step.

43. Click on "Save" when all information has been entered.

The course has been entered into the student's record.

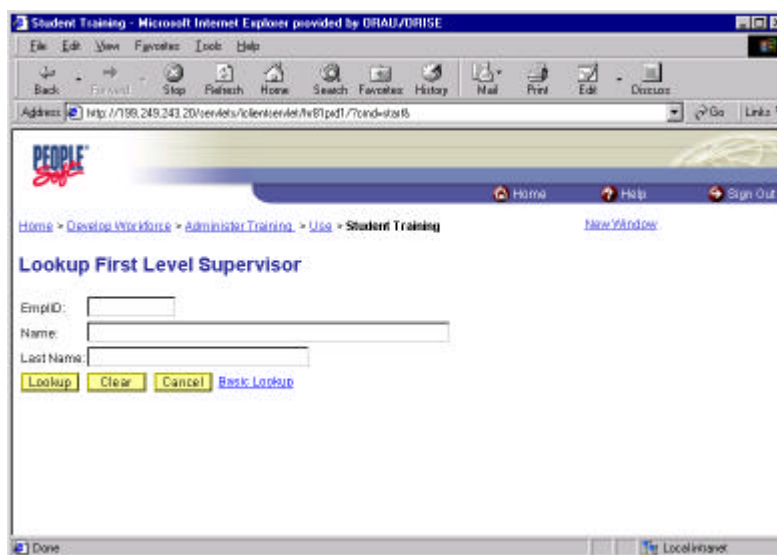
44. Click on the “Signatures and Org Address” tab to change signatures.



45. Click on the magnifying glass to the right of “First Line Supervisor.”

Note: The names you enter will remain and print out with titles on all subsequent SF-182s. If a temporary change is needed to accommodate other signatures, you can make the changes, print the SF-182, and then change the names back.

The “Lookup First Level Supervisor” screen is displayed.



Enter the last name of the supervisor or click on the “Lookup” button to view a list of first line supervisor names.

46. Click on the appropriate name.
47. Enter the names to be printed on the SF-182 or follow the directions in steps in 45-46.
48. Click on "Save."

Printing SF182 from Student Training

You can print the SF182 after completing and saving the information required for each tab of the "Student Training" screen.

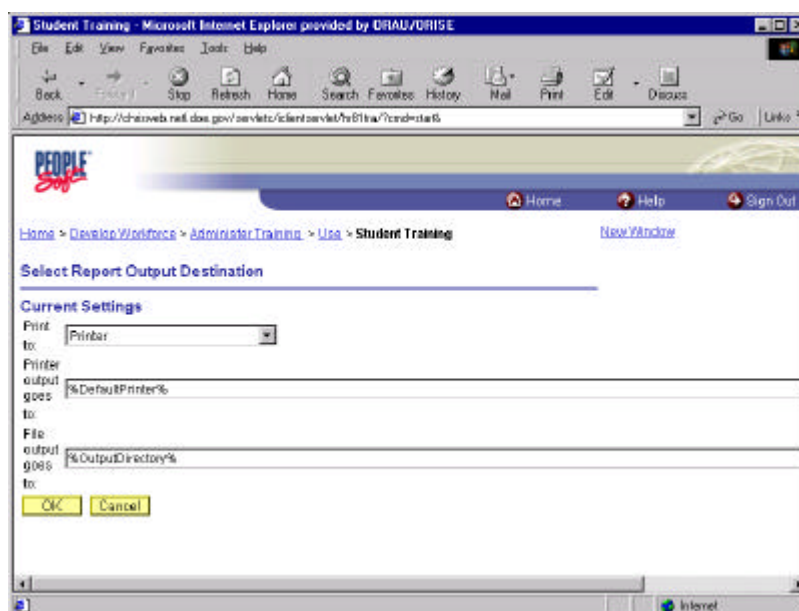
To print the SF182:

1. Click on the "Course Student Enrollment" tab.

The screenshot shows a web browser window titled "Student Training - Microsoft Internet Explorer provided by ORAU/ORISE". The address bar shows a URL from the ORAU website. The page has a navigation bar with "Home", "Help", and "Sign Out" links. Below the navigation bar is a breadcrumb trail: "Home > Develop/Workforce > Administer Training > Use > Student Training". The main content area is titled "Course Student Enrollment" and contains a form for entering student and course information. The form includes fields for "Course Code" (000751), "Course Title" (DISCAB SIT TEST 132001), "Facility" (ORO Training Classroom), "Language", "Session #", "Start Date", "End Date", "Start Time", "End Time", "Min" (5), "Max" (40), "Enrolled" (10), and "Waiting" (0). There are also checkboxes for "Prerequisites Met" and "Confidential Service Agreement reqd". A "Print SF182" button is located at the bottom right of the form.

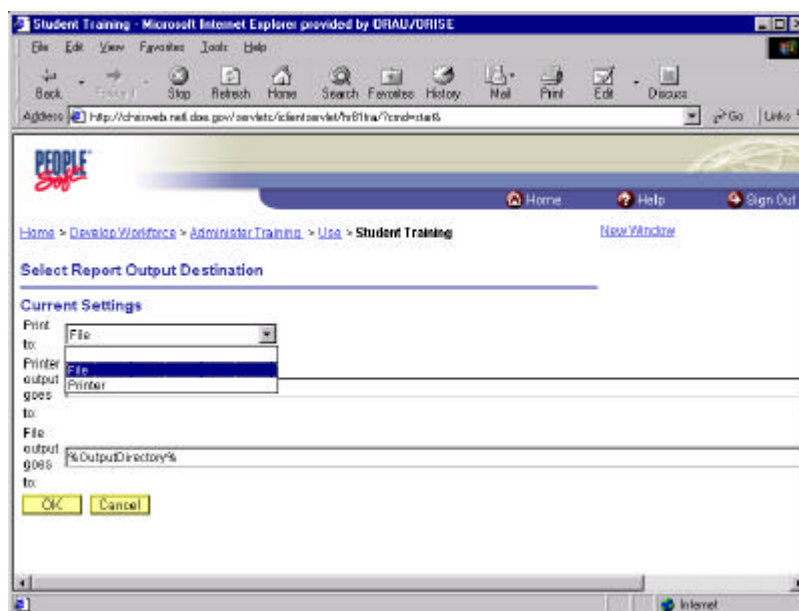
The "Course Student Enrollment" screen is displayed.

2. Click on the "Printer" icon located to the right of "Print SF182."

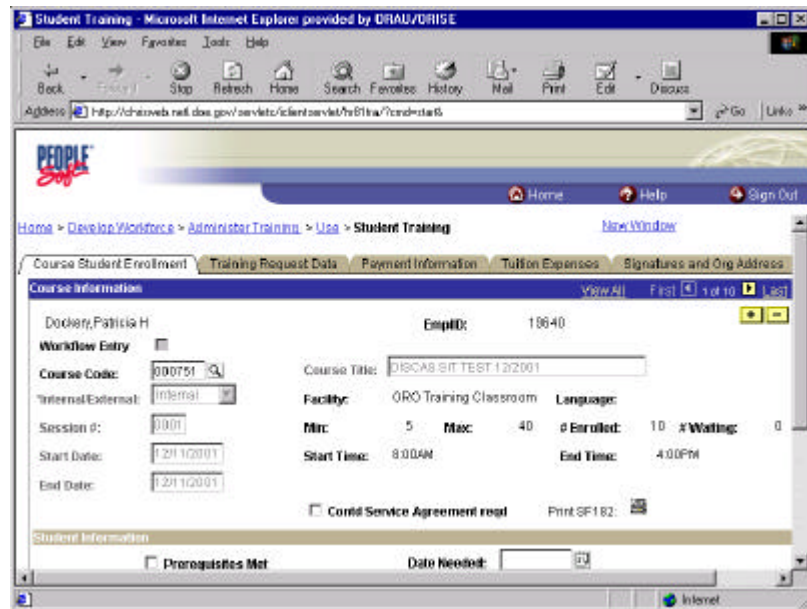


The "Select Report Output Destination" screen is displayed. The default setting is "Printer."

3. Click on the "down arrow" and change "Printer" to "File."

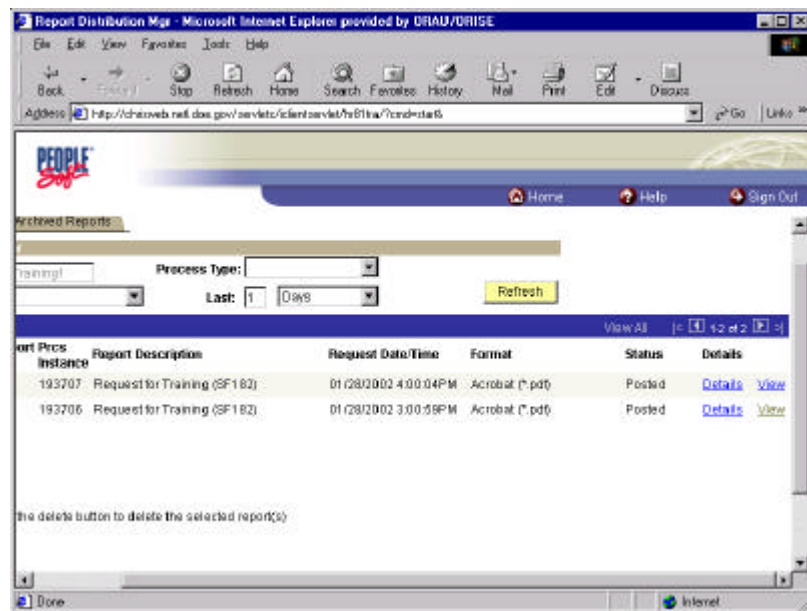


4. Click the "OK" button.



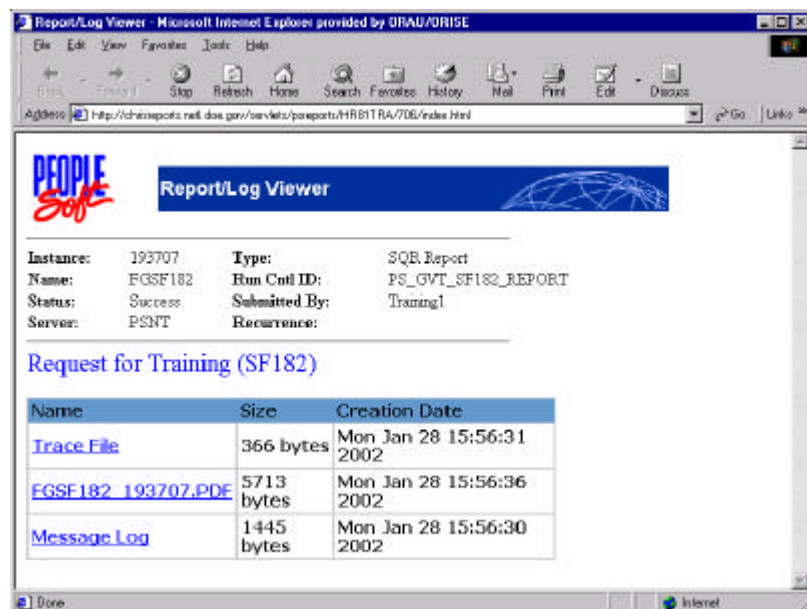
The “Student Training” screen is displayed.

5. Click on “Home.”
6. Click on “People Tools.”
7. Click on “Report Manager.”
8. Click on “Inquire.”
9. Click on “Report List.”



The “Report List” is displayed.

10. Scroll to the right of the screen to display the “View” link.
11. Click on “View.”



The “Report/Log Viewer” screen is displayed.

12. Click on the “.PDF” link.

The screenshot shows a Microsoft Internet Explorer window displaying a PDF form titled "REQUEST, AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING". The form is divided into several sections:

- Section A - TRAINEE INFORMATION:**
 - 1. Applicant name (last, first, middle initial): John Doe
 - 2. Social Security Number: DOE
 - 3. Email address: DOE@ORO.DOE.GOV
 - 4. Address: 3407 Adams Gate Road, Knoxville, TN 37101
 - 5. Phone Number: 865 576-1875
 - 6. Training Course: G50201/1306
 - 7. Career: 07
- Section B - TRAINING COURSE DATA:**
 - 8. Training Course Title: Human Resources Specialist (Hu)
 - 9. Training Course Description: Naval Ctr for Acq Training 000001, 1968 Gilbert Street, Norfolk, VA 235113364
 - 10. Training Course Location: P.O. Box 2081, PCB Room 0450, Oak Ridge, TN 37831

The form also includes checkboxes for "I agree with agency statement and authorize this training" and "I agree with agency statement and authorize this training". The browser address bar shows the URL: http://chrisreports.natl.doe.gov/services/pareports/HR811RA/706/FGSF182_193707.PDF.

The SF182 is displayed.

13. Click the "Printer" icon to print the SF182.

The SF182 is printed.